



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

SFIM-EU-MWR

25 SEP 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acceptance and Sale of Donated Firearms (NAF Property)

1. This memorandum and the enclosed procedures provide guidance for the acceptance and sale of donated firearms within Rod & Gun Clubs (RGCs) in Germany. These procedures are applicable to Privately Owned Firearms (POF) donations by authorized MWR patrons.
2. All donations and assignment of fair market values to donated firearms are subject to approval of MWR Single Fund Assistant Manager.
3. The IMA-E point of contact is Beverly Bennett, DSN 370-7956, e-mail: bennettb@ima-e.army.mil.

Encl


RUSSELL B. HALL
Director

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**Procedures for the Acceptance and Sale of Donated Firearms by
Rod & Gun Clubs (RGC) in Germany**

1. Owner Verification: RGC staff will verify that the donor is the true owner (valid USAREUR firearms registration and/or Waffenbesitzkarte, ID card check).

2. Acceptance: RGC staff may only accept the firearm, for sale or donation, if the prospective donor has a valid USAREUR firearms registration and the POF (Privately Owned Firearm) is serviceable and has potential resale value of at least 50% of the original manufacturer's suggested retail price. Donated firearms accepted by the RGC staff become NAF property under the responsibility of the RGC manager.

3. Functionality: Prior to acceptance from the prospective donor, RGC staff will inspect each POF to determine its functionality. If not serviceable and maintaining a potential resale value as described in Para 2 (above), the RGC staff shall advise patron to dispose of POF at nearest MP or German Police station or in any other manner consistent with AE Reg 190-6. Unserviceable POFs are not to be accepted as donations.

4. Transfer Documentation: RGC staff will have the donor sign the firearm over to the club utilizing the Certification of Release/Donation of POF form (AE FORM 190-6F-R). A total of 3 copies of this form are necessary (1. RGC, 2. Donor, 3. NAF Property Book Office).

a. Block 1. RGC staff fills this out, and stamps copy number 2, as it serves the owner as proof of donation and will be used to take the owner's name off the registry.

b. Copy #1 of the form remains with the club (with the original signature of the donor).

c. Copy #2 RGC staff provides this to the donor. The donor will use this form to have the weapon de-registered at the registry and have the Request for Privately Owned Firearm Cancellation form (AE FORM 190-6J) issued (only original stamps & signature from RGC will be accepted). The AE FORM 190-6J will serve the donor as official de-registration documentation.

d. Copy #3 RGC staff provides this to the NAF Property Manager (see items 7 & 8 below). A copy machine reproduction is acceptable for this purpose.

5. Club Documentation: RGC staff will record the firearm on the Firearms Register form of the club (AE FORM 190-6E-R).

6. USAREUR Registration: RGC staff will initiate a change in registration with USAREUR Registry and indicate that it is a "Club-Owned" weapon on the USAREUR Application for Registration of a Firearm form (AE FORM 190-6D), to be placed in working status with the USAREUR Registry no later than close of business on the next business day after the firearm transaction.

7. Fair Market Value: The RGC manager must determine a fair market value (approved by MWR Single Fund Assistant Manager) of the weapon and indicate this value in the comment section of the Certification of Release/Donation of POF form (AE FORM 190-6F-R) (only on the

copies that remain with the club and the copy that will be submitted to the NAF Property Manager). Example: Fair Market Value Based On The Condition Of The Firearm: US\$ 200.00 (Suggested reference: "The Blue Book of Gun Values", S.P. Fjestad, ISBN 1-886768-31-5, www.bluebookinc.com)

8. NAF Property Documentation: RGC staff will submit the third copy of the Certification of Release/Donation of POF form (AE FORM 190-6F-R) (showing the fair market value) to the local NAF Property Manager for processing. This donated firearm is now NAF property and must be added to the FAL (Fixed Asset Listing) as soon as possible. If the value is under \$1000 it will be added as a Type 9 Sensitive Item; if the value is \$1,000 or more it must be added as a Type 2 Fixed Asset.

9. Loaner / For Sale Status: RGCs are not required to sell donated weapons. These weapons may also be used as range weapons if the need exists. RGC manager must decide whether to use the weapon as club-owned firearm (loaner) for shooting training/qualification or as a weapon to be sold to bonafide MWR patrons.

10. NAF Property Sale:

a. In accordance with AR 215-1(Para 12-14), 25 Oct 98, and DOD Regulation 7000.14-R, Volume 13, RGCs may sell donated weapons to authorized MWR patrons via a NAF property sale. RGCs may conduct NAF property sales of excess POFs and other related NAF property, with the prior approval of the Assistant Fund Manager for their respective ASG.

b. In accordance with Para 2 and Para 7 (above), the organizer of the sale will ensure that the fair market value minimum selling price is not less than 50% of the original manufacturer's suggested retail price.

c. Procedurally, clubs will be authorized to sell donated weapons over the counter just as they would sell normal merchandise/resale weapons, or by auction using the Internet, open bid, or closed bid format. For accounting purposes, the sale of a donated weapon will be treated as a NAF property sale and must adhere to all the rules governing NAF property sales.

d. The organizer of the sale must inform customers, in advance of their purchase or auction bid, of US Forces and German Weapons Law requirements for weapons registration, as would be required with the sale of regular resale firearms (e.g. firearms registration requirements, Waffenbesitzkarte, entry into the firearms register, authorized MWR patrons, etc).

e. In case of over the counter sales, clubs must record these sales of donated firearms as a NAF property sale on the Daily Activity Report (DAR).

f. For all special sales of donated weapons and/or reduced prices on existing inventory of weapons, the organizer must notify all eligible customers, thru installation newspaper and/or website announcements, at least two weeks before the beginning of the special sale. Organizers of auction sales will publicize the closing date for the auction within the auction publicity and customer procedures for bidding.

11. Fixed Asset Status:

a. When the value of a firearm is \$1000 or over, it will be classified as a 'Type 2' Fixed Asset. The RGC will prepare a DAR to record the sale of a donated weapon by recording a debit to GLAC 101 - Cash (the value of the firearm assigned by the RGC), and a credit to GLAC 827 - Gain or Loss on Disposal of Fixed Assets (the actual selling price). When the value of a firearm is under \$1000, it will be classified as a 'Type 9' sensitive item. The RGC will prepare a DAR to record the sale of a donated weapon by recording a debit to GLAC 101 - Cash (the value of the firearm assigned by the RGC), and a credit to GLAC 803 - Gain on Disposal of Other Fund-Owned Property (the actual selling price).

b. When the RGC sells NAF Fixed Asset firearms, the RGC clerk will prepare two sets of paperwork. Each set consists of a properly completed DAR, a copy of the USAREUR Application for Registration of a Firearm form (AE FORM 190-6D) for each firearm sold, and the sales receipt for each firearm sold. One set of paperwork will be used for the standard DAR submission procedure; the other set will be submitted to the property manager for the purposes of generating load sheets for the adjustment of the FAL. The NAF property manager will use the most recent copy of the FAL to generate a load sheet for submission to CAD.

c. RGC personnel must verify that donated weapons have been added to, and sold weapons have been removed from, the FAL, during their next monthly inventory. If RGC personnel identify weapons that were not added or removed from the FAL, the personnel must contact their local property manager to initiate corrective action immediately.

12. Abandoned Firearms:

RGC staff will process abandoned firearms in accordance with provisions outlined in USAREUR Regulation 190-6.

13. IMA-E POC for this policy is Beverly Bennett, DSN 370-7956, cml 06221-57-7956, email: bennettb@ima-e.army.mil.